



Republic of the Philippines  
**Department of Education**  
REGION III  
Schools Division Office of Bulacan

November 21, 2023

**DIVISION MEMORANDUM**

No. 493 s. 2023

**ANNUAL LABORATORY TEST FOR SDO PERSONNEL**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Unit Heads of OSDS  
All Others Concerned

1. Anent to DepEd Memorandum No. 22 s, 2015, entitled Annual Physical Examination of All DepEd Employees (Teaching and Non – Teaching Personnel), and in compliance to RA 11223 of the Universal Health Care Act and its Implementing Rules and Regulations, this office shall conduct Annual Laboratory Examination on December 6 and 7, 2023 at 6:30 AM onward at the SDO Conference Hall, City of Malolos, Bulacan.
2. This activity aims to promote early detection of common illnesses and potentially life – threatening diseases by implementing proactive health screening measures and assess the physical fitness of all employees enabling them to effectively carry out their assigned tasks and functions.
3. Specific test to be conducted in each employee are based on the test package that was selected in the survey form.
4. A mobile van shall be available at the SDO parking area for Chest X – ray.
5. Personnel are expected to be on NPO (nothing by mouth) or 10 hours fasting until the tests are done the following morning.
6. Employees who choose to avail the special tests such as Pap smear, Transvaginal Ultrasound and 2D Echo can be administered at Hi – Precision Malolos until December 31, 2023.
7. Attached is Enclosure No.1- Schedule of Unit as reference.
8. Vouchers will be provided for employees who are not present on the designated date due to their attendance to equally important activity.



Address: Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Email: [bulacan@depd.gov.ph](mailto:bulacan@depd.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION III  
Schools Division Office of Bulacan

---

9. Expenses to be incurred in the conduct of the activity shall be charged against GAD fund subject to accounting and auditing rules and procedures.
  
10. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent 



Republic of the Philippines  
**Department of Education**  
REGION III  
Schools Division Office of Bulacan

Enclosure NO. 1 to DIVISION MEMORANDUM No. ~~497~~ s. 2023

**UNIT SCHEDULE FOR THE ANNUAL LABORATORY EXAMINATION**

<b>DAY 1 -</b>	<b>Time of Extraction</b>	<b>Last Meal prior to APE</b>	<b>Unit/ Section</b>
CONFERENCE ROOM	6:30 - 6:59 am	8:30 pm	School Health Unit (30)
	7:00 - 7:29 am	9:00 pm	Supply (5), AO (10), HR (15)
	7:30 - 7:59 am	9:30 pm	Payroll (5), Records (9)
	8:00 - 8:29 am	10:00 pm	SDS (4), ASDS (6), Legal (4)
	8:30 - 9:00 am	10:30 pm	PSDS (27)
<b>Day 2</b>	<b>Time of Extraction</b>	<b>Last Meal prior to APE</b>	<b>Unit/ Section</b>
CONFERENCE ROOM	6:30 - 6:59 am	8:30 pm	School Health Unit (30)
	7:00 - 7:29 am	9:00 pm	COA (9), Candido Bello (1)
	7:30 - 7:59 am	9:30 pm	Cashier (5), SGOD (20)
	8:00 - 8:29 am	10:00 pm	CID (19)
	8:30 - 9:00 am	10:30 pm	ICT (3), Finance (14), Budget (5)